

**Approved August 11, 2017**

**Town Meeting Coordinating Committee  
Minutes July 27, 2017, 4:00 – 6:00 pm  
Bangs Center, Room 101**

**Present:** Peggy Roberts, Alan Powell, Barbara Ford, Patricia Holland, Mary Streeter

**Absent:** Jacqueline Maidana, Chris Riddle

Peggy Roberts called the meeting to order at 4:10 PM.

1. **Public Comment:** None.
2. **Subcommittee Work:** No subcommittee members present to report. Barbara went to the joint meeting and said there was discussion with the Human Rights Commission and, and we discussed the problem of getting people from underserved communities more members because they have not filled out the required Community Activity Forms.
3. **Review of Materials for Town Meeting Packet:** Mary said we will have stickers prepared by Alan for the TM packets. The zoning forum (if needed) will be on October 25<sup>th</sup>; the Town Room is booked. We reviewed Mary's two drafts, "TMCC Guidelines for Visual Presentations" and "How to Bring a Citizen Petition to Town Meeting", and made a few changes. We decided that the information on petitions will be given to the Town Clerk to be handed out to people requesting petition forms. This information will also be emailed and include the date for submitting petition articles.
4. **Approval of Minutes:** We revised the minutes for the June 21<sup>st</sup> meeting and approved the revision. We also approved the revised minutes of June 27<sup>th</sup>.
5. **Use of TMCC Email:** Not enough time to discuss.
6. **Planning of Fall Town Meeting Events:** Not enough time to discuss.
7. **Topics Not Anticipated 48 Hours Before Meeting:** None.
8. **Scheduling of Meetings:** The next meeting will be Wednesday, August 2<sup>nd</sup> at 4:15.

The meeting adjourned at 6:20 PM.

Minutes submitted by Patricia Holland, Clerk.

**Documents Distributed:**

Agenda

Drafts, "TMCC Guidelines for Visual Presentations" and "How to Bring a Citizen Petition to Town Meeting"

Draft minutes for June 21<sup>st</sup> and 27<sup>th</sup>